

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Career Development Practitioner

2018

CPT2 Curriculum Modification 2 for 2018-19

Fanshawe College

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CURRICULUM MODIFICATION REQUEST FORM

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

Program Requiring Changes

Program Title: Career Development Practitioner		
Program Number: CPT2		Date Submitted: 5/29/2018
Dean responsible for program: Pam McLaughlin		Chair: Sandra Fieber
Credential Provided: <input type="checkbox"/> Declaration of Academic Achievement <input type="checkbox"/> Local Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input checked="" type="checkbox"/> Grad Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship		
Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S Other:		Catalogue Year(s) Impacted: Fall 2018
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met		Date of Last Program Review: Click here to enter a date.
I have read the reasons for the change and...		Signature and date
Dean of Faculty (Lead program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (Affiliate program-impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (Affiliate program-impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Senior Vice President Academic (required for major changes and late DAs):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	June 4/18
Office of the Registrar:	<input type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	
Notes:		

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).

[The degree audit for Career Development Practitioner CPT2, has a field placement course SOCI-6014 which was created in 2004, and has never been offered. When we tried to section the course on datatel for the Fall semester for students to register, we found it had been retired due to an incorrect subject code as per Laurie Marshall. Therefore a new course code was created FLDP-6021, same title and same hours. I've attached the mapping as there is no change except for the title of the course, learning outcomes and course hours remain the same.

2.0 Reason/Rationale for Changes

2.1 The reason for the change is based on:

- ☐ A recent program review
- ☐ Program Advisory Committee feedback
- ☐ Student feedback
- ☐ KPI results
- ☐ Accreditation or other regulatory requirements
- ☐ Shared curriculum
- ☐ Trends in the field/industry
- ☒ Other (please describe): see above

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- ☒ Yes
- ☐ No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- ☒ Goal 1 - Enhance innovative practices for exceptional student learning
- ☐ Goal 2 - Manage enrolment growth
- ☐ Goal 3 - Optimize use of resources
- ☐ Goal 4 - Build sustainable sources of alternative revenue

3.0 Students

3.1 Will the change affect the cost of the program for students?

- ☐ Yes
☒ No

3.2 If yes, there will be an additional cost for:

- ☐ Materials (Include details):
☐ Equipment (Include details):
☐ Other (Please describe):

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B and mark the changes in the mapping [e.g. red font])

- ☒ Yes
☐ No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- ☒ No
☐ Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

- ☒ No
☐ Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

- ☐ Lawrence Kinlin School of Business
☐ School of Information Technology
☐ School of Tourism, Hospitality and Culinary Arts
☒ School of Community Studies
☐ School of Health Sciences
☐ School of Nursing
☐ School of Public Safety
☐ School of Contemporary Media
☐ School of Design
☐ School of Language and Liberal Studies
☐ Donald J. Smith School of Building Technology
☐ Norton Wolf School of Aviation Technology
☐ School of Applied Sciences and Technology
☐ School of Transportation Technology and Apprenticeship
☐ Continuing Education

- ☐ Simcoe/Norfolk Regional Campus
- ☐ St Thomas/Elgin Regional Campus
- ☐ Woodstock/Oxford Regional Campus
- ☐ Huron/Bruce Regional Sites

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advanced standing) with other Fanshawe program(s) and/or other institution(s)?
(Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

- ☒ No
- ☐ Yes (If yes, indicate when you will notify the other Fanshawe program(s) and/or other institution(s) and the Pathways Coordinator in the Centre for Academic Excellence of the change)

5.4 If this program is a Co-Operative Education program, will the proposed change impact Co-op?

- ☒ No
- ☐ Yes (If yes, consult with the Co-op office prior to submission)

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- ☒ No
- ☐ Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- ☒ No
- ☐ Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- ☒ No
- ☐ Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies?

- ☒ Yes
- ☐ No (If no, please explain)

7.2 Will the program meet the General Education requirements (Policy 2-B-02) as listed below?

- ☒ No

☐ Yes

Local Certificate, Ontario College Certificate and Graduate Certificate - none required)	Diploma - 3 required (minimum of 1 must be an elective)	Advanced Diploma - 4 required (minimum of 2 must be electives)
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- 7.3 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advanced standing) with other Fanshawe programs and/or other institutions.

☐ No
☒ Yes

Note: In accordance with POLICY NUMBER: 2-B-17 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

7.4 Indicate:

- i) Total program hours before proposed change: ____no change to number of hours ____600 hours____
- ii) Total program hours after proposed change: ____600 hours____
- iii) Level(s) in which the proposed change(s) occurs: ____n/a____

7.4.1 Are the total program hours consistent with the requirements as listed below?

☒ Yes
☐ No (If no, please explain)

Local Certificate - 300 hours	Ontario College Certificate - 600 hours
Diploma - 1200 to 1400 hours	Advanced Diploma - 1800 to 2100 hours
Graduate Certificate - 600 hours	

PROGRAM MAPPING- Career Development Practitioner Graduate Certificate														
CPT2														
PROGRAM VOCATIONAL LEARNING OUTCOMES														
The graduate has reliably demonstrated the ability to:														
1. Describe the historical and theoretical basis of career development studies, including the social, economic, and personal benefits of career development practices for various groups in the Canadian society	Orientation to Employment	Role of the Instruments	SOC-6003 Career Transitions & Change Management	SOC-6007 Sociological Perspective	SOC-6008 Entrepreneurism & Management	SOC-6009 Counseling Diverse/Special Needs Groups	SOC-6010 Career Counselling	SOC-6017 Labour Market - Career Development	SOC-6012 Applied Organizational Psychology	SOC-6016 Ethics in Career Development	SOC-6014 Field Placement Career Development NEW	COURSE FLDP-6021 (same title)		
2. Develop and awareness of the impact of research efforts on career development practices in Canada	X	X	X		X			X		X		X		
3. Incorporate self-directed and entrepreneurially-oriented career management activities into their career practice		X	X		X			X		X		X		
4. Integrate the appropriate use of adult learning principles and practices for his or her own professional growth and development, as well as the empowerment of others	X	X	X	X		X	X	X	X	X	X	X		
5. Utilize self-reflective and critical thinking skills to enhance counselling, teaching and learning strategies with groups and individuals	X	X	X	X	X	X	X	X	X	X	X	X		
6. Recognize the variety of career development practitioner roles that could be used to develop additional areas of expertise	X	X	X	X	X	X	X	X	X	X	X	X		
7. Apply the stages of adult development and learning, and theories of career development, which together lay the foundation for counselling and facilitation in career development work	X	X	X	X		X	X			X		X		
8. Apply a wide range of assessment tools, both psychometric and constructivist, for use with various client groups	X	X	X		X	X	X	X	X			X		
9. Integrate appropriate career information resources with career and employment counselling strategies	X	X	X	X	X	X	X	X	X	X	X	X		
10. Apply individual counselling techniques in the development of career resources for diverse client groups	X											X		
11. Apply both theoretical and practical methods with consideration to the needs of under represented and diverse groups including women, aboriginal communities, visible minorities, immigrants, the disadvantaged and marginalized	X	X		X		X	X				X	X		
12. Design counselling and teaching strategies that incorporate trends and issues of the changing labour market	X	X	X	X		X	X			X	X	X		
13. Apply group facilitation techniques and strategies with an understanding of group process	X	X	X	X	X	X	X	X	X	X	X	X		
14. Use the systematic steps of program planning techniques in the development of career resources for diverse client groups	X	X	X	X	X	X	X	X	X	X	X	X		
15. Explore the Canadian Standards and Guidelines for the Career Development Practitioners including the Code of Ethics and the ethical decision making model														
Total # of outcomes met by each course	14	14	13	12	11	12	12	13	11	13	13	15		
Date: January 9, 2018														

NB: Only indicate the outcomes that are Taught and Evaluated (TE) or Taught, Reinforced and Evaluated (TRE) in a course

Ferreira, Anabela

From: de Groot, Elizabeth
Sent: May 29, 2018 12:52 PM
To: Ferreira, Anabela
Cc: Gedies, Tracy
Subject: RE: Degree Audit CPT2 Career Development Practitioner
Attachments: Curriculum Modification Request Form-CPT2 May 2018.docx; Career Development Practitioner Program Outcomes VLO Mapping for DAR 201....xlsx

Hi Anabela,

Thanks for sending the form; however, we will need it signed and a copy of the SDAR with the change marked, also signed.

Thanks!

Elizabeth

Elizabeth de Groot
Assistant to the Director
Centre for Academic Excellence

From: Ferreira, Anabela
Sent: May 29, 2018 10:28 AM
To: Gedies, Tracy <TGedies@fanshawec.ca>; McCallum, Tiffany <tmccallum@fanshawec.ca>
Cc: Benaway, Mary <mabenaway@FanshaweC.ca>; Marshall, Laurie <LMarshall@fanshawec.ca>; Fieber, Sandra <sfieber@fanshawec.ca>; de Groot, Elizabeth <e_degroot@fanshawec.ca>; McLaughlin, Pam <pmclaughlin@fanshawec.ca>
Subject: Degree Audit CPT2 Career Development Practitioner

Hi Tracy,

Please see the attached curriculum modification request form along with the program VLO mapping.

As I am going on a professional development leave at the end of August, I did not want to leave this.

Thank you
Anabela

Anabela Ferreira, BA, RRT, FCSRT | Program Consultant
Health Sciences, Nursing, Bridging for Internationally Educated Nurses and Community Studies
Faculty of Health, Community Studies and Public Safety (Room D3018-London Campus)
519-452-4430 ext. 4513



We educate. We engage. We empower. And we excite.

From: Gedies, Tracy
Sent: May 28, 2018 10:09 PM
To: McCallum, Tiffany <tmccallum@fanshawec.ca>; Ferreira, Anabela <aferreira@fanshawec.ca>
Cc: Benaway, Mary <mbenaway@FanshaweC.ca>; Marshall, Laurie <LMarshall@fanshawec.ca>; Fieber, Sandra <sfieber@fanshawec.ca>; de Groot, Elizabeth <degroot@fanshawec.ca>
Subject: RE: Degree Audit CPT2 Career Development Practitioner

Hi Tiffany and Anabela,

Yes, I would like a curriculum modification request submitted with the rationale and mapping.

Thanks so much.
Tracy

From: McCallum, Tiffany
Sent: May-28-18 3:06 PM
To: Ferreira, Anabela
Cc: Benaway, Mary; Marshall, Laurie; Gedies, Tracy; Fieber, Sandra
Subject: RE: Degree Audit CPT2 Career Development Practitioner

Hi Tracy,

Do you want the DA modification package submitted for this change?

Thank you,

Tiffany McCallum
Acting Associate Registrar – Student Systems and Project Management

Office of the Registrar
1001 Fanshawe College Blvd. London, ON N5Y 5R6
T: 519-452-4430 x4954
tmccallum@fanshawec.ca
www.fanshawec.ca



We educate. We engage. We empower. And we excite.

From: Ferreira, Anabela
Sent: May 28, 2018 2:59 PM
To: McCallum, Tiffany <tmccallum@fanshawec.ca>
Cc: Benaway, Mary <mbenaway@FanshaweC.ca>; Marshall, Laurie <LMarshall@fanshawec.ca>; Gedies, Tracy <TGedies@fanshawec.ca>; Fieber, Sandra <sfieber@fanshawec.ca>
Subject: Degree Audit CPT2 Career Development Practitioner

Hi Tiffany,

The degree audit for Career Development Practitioner CPT2, has a field placement course SOCI-6014 which was created in 2004, and has never been offered.

As per Laurie Marshall's email below, it was created with the incorrect subject code and a new course has been created, FLDP-6021.

Is it possible to remove the SOCI-6014 and add in FLDP-6021 for the 2018/19 degree audit?

Currently, we have students in the correct course FLDP-6021, as the SOCI-6014 was retired and no longer available for sectioning.

The course is the same number of hours, just incorrect subject code.

Thank you so much,

Anabela

Anabela Ferreira, BA, RRT, FCSRT | Program Consultant
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From: Benaway, Mary
Sent: January 3, 2018 12:02 PM
To: Ferreira, Anabela <aferreira@fanshawec.ca>
Subject: Course Creation #11563 FW: Retired course - SOCI-6014

Course Creation #11563 submitted per Laurie's request.

From: Marshall, Laurie
Sent: January 2, 2018 9:40 AM
To: Benaway, Mary <mbenaway@FanshaweC.ca>
Subject: RE: Retired course - SOCI-6014

An incorrect subject code was used for this course. The subject code should be FLDP. I imagine this is why the course was never used. If you can submit a course creation request, I will take care of it today.

Thanks
Laurie

From: Benaway, Mary
Sent: January 2, 2018 9:37 AM
To: Marshall, Laurie <LMarshall@fanshawec.ca>
Subject: RE: Retired course - SOCI-6014

Yes.

From: Marshall, Laurie
Sent: January 2, 2018 9:37 AM
To: Benaway, Mary <mbenaway@FanshaweC.ca>
Cc: Ferreira, Anabela <aferreira@fanshawec.ca>
Subject: RE: Retired course - SOCI-6014

Is SOCI 6014 a field placement course?

From: Benaway, Mary
Sent: January 2, 2018 9:33 AM
To: Marshall, Laurie <LMarshall@fanshawec.ca>
Cc: Ferreira, Anabela <aferreira@fanshawec.ca>
Subject: RE: Retired course - SOCI-6014

Hi Laurie,

Happy New Year!

Thank you for checking. Yes – this is the first time we will section SOCI-6014.

Appreciate your help.
Mary

From: Marshall, Laurie
Sent: January 2, 2018 9:16 AM
To: Benaway, Mary <mbenaway@FanshaweC.ca>
Cc: Ferreira, Anabela <aferreira@fanshawec.ca>
Subject: RE: Retired course - SOCI-6014

Hi Mary,

I wanted to confirm that SOCI 6014 is the correct course. SOCI 6014 was created in 2004 and has never been sectioned. I can reactivate the course but perhaps you had a different one in mind. Please let me know.

Thanks
Laurie

From: Benaway, Mary
Sent: December 21, 2017 12:19 PM
To: Marshall, Laurie <LMarshall@fanshawec.ca>
Cc: Ferreira, Anabela <aferreira@fanshawec.ca>
Subject: Retired course - SOCI-6014

Hi Laurie,

We need to section SOCI-6014 – Field Practicum. Unfortunately, the course is retired. Please make this course active again.

Happy Holidays,

Mary Benaway
Student Engagement Representative

Faculty of Health, Community Studies and Public Safety
1001 Fanshawe College Blvd. London, ON N5Y 5R6
T: 519-452-4430 x4255 | F: 519-453-9882

mabenaway@fanshawec.ca
www.fanshawec.ca



Degree Audit Report

Catalog: 2018/2019

Program: CPT2

Name: Career Development Practitioner

Department: HUM - Community Studies

Academic Level: PS

CCD: 7 - 2AcadSem/600-700 hrs

Credential: Ontario College Graduate Cert

Grade Scheme: LG

Major: CPT2 - Career Develop'nt Practitioner

Div: FHS - Fclty of Hlth, Comm St, Public Sfty

Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 34.00

Residency Reqmt: 9.00

GPA Requirement: 2.00

Residency Reqmt GPA: 2.00

Minimum Grade: D

Academic Requirement: CPT2.18 Career Development Practitioner

Major: CPT2

Grade Scheme: LG2

Minimum GPA: 2.00

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
SOCI-6001	Orientation to Employment Counselling	45.00	3.00	
SOCI-6002	The Role of Assessment Instruments	45.00	3.00	
SOCI-6003	Career Transition & Change Management	45.00	3.00	
SOCI-6007	Sociological Perspective of Work	45.00	3.00	
SOCI-6008	Entrepreneurism & Program Management	45.00	3.00	
SOCI-6009	Counselling Diverse/Special Needs Groups	45.00	3.00	
SOCI-6010	Career Counselling	45.00	3.00	
SOCI-6017	Labour Market-Career Development	45.00	3.00	
SOCI-6012	Applied Organizational Psychology	45.00	3.00	
FDP-6021	Field Placement Career Development	150.00	4.00	
SOCI-6016	Ethics in Career Development	45.00	3.00	

Subrequirement: Program Residency

Students Must Complete a Minimum of 9 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program

Approved By Chair/Manager:

Department and Date:

Approved by Dean

Date:

General Education Approved By(as appropriate):

Date:

de Groot, Elizabeth

From: Fieber, Sandra
Sent: June 4, 2018 1:58 PM
To: de Groot, Elizabeth
Subject: Re: Degree Audit CPT2 Career Development Practitioner

Yes I am
Thank you
Sandra

From: "de Groot, Elizabeth"
Date: Monday, June 4, 2018 at 12:18 PM
To: "Fieber, Sandra"
Subject: FW: Degree Audit CPT2 Career Development Practitioner

Hi Sandra,

We received this DA change from Anabela with Pam's signature, but Tracy wanted me to confirm that you are also good with this change. Please let me know if we are good to proceed with the change.

Thank you,

Elizabeth

Elizabeth de Groot
Assistant to the Director
Centre for Academic Excellence

From: Ferreira, Anabela
Sent: May 29, 2018 10:28 AM
To: Gedies, Tracy <TGedies@fanshawec.ca>; McCallum, Tiffany <tmccallum@fanshawec.ca>
Cc: Benaway, Mary <mbenaway@Fanshawec.ca>; Marshall, Laurie <LMarshall@fanshawec.ca>; Fieber, Sandra <sfieber@fanshawec.ca>; de Groot, Elizabeth <degroot@fanshawec.ca>; McLaughlin, Pam <pmclaughlin@fanshawec.ca>
Subject: Degree Audit CPT2 Career Development Practitioner

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Thank you
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